



Florida Manufactured
Housing Association, Inc.

A Member's Guide to the **Members-Only Area**

[FMHAMember.org](https://www.fmhainc.org/Member.org)

*An illustrated guide to getting the most out
of our interactive self-service website*

Brought to you by
 **MemberClicks**

Member login



Sign in

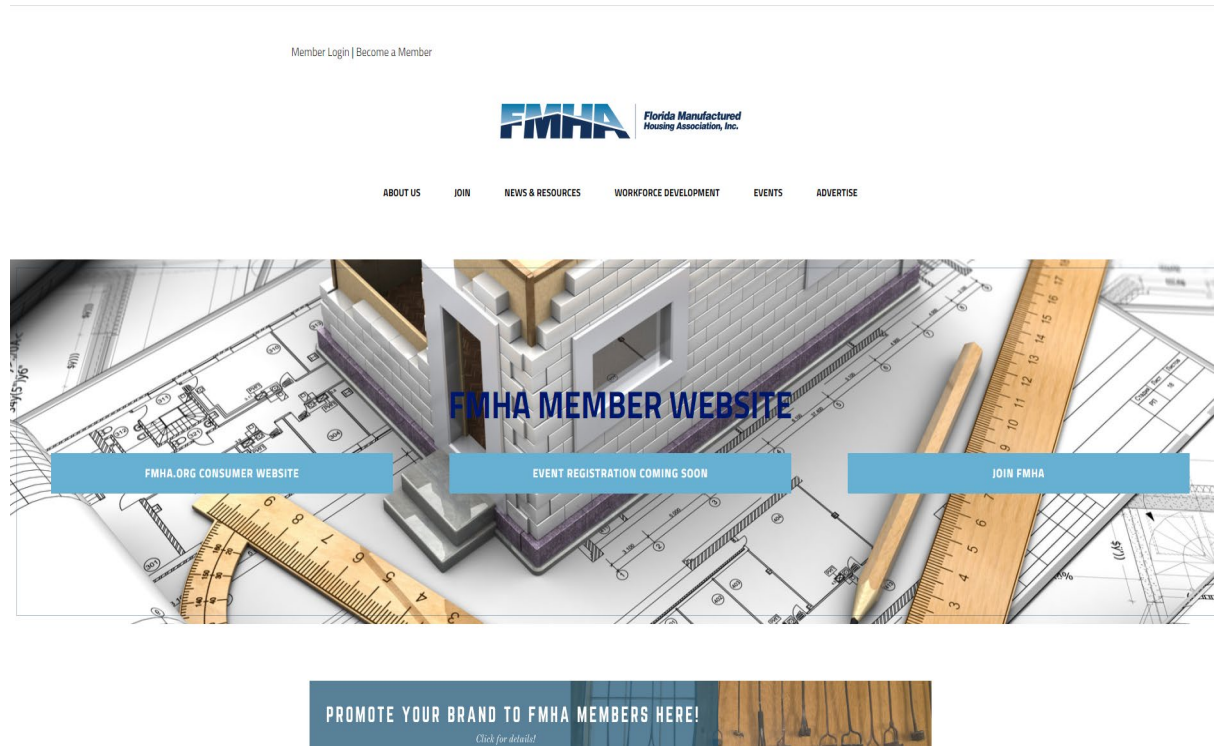


FMHA Membership has its privileges

- The FMHA Member website is powered by MemberClicks, the association industry's most powerful Association Management Software system.
- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.
- To ensure only members receive these benefits, certain areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive from us!

FMHAMember.org Homepage

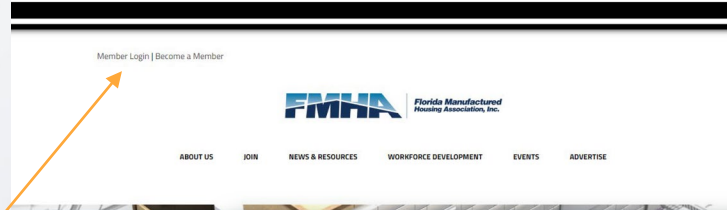
- There are many tabs/pages (i.e. About Us, Join) that the public can access.
- Members must log in to see member only pages (i.e. newsletters, member directory).
- Members must log in to access the member portal.





Log in to take control of your membership

- You need a username and password to gain access to our private Members Only Area.
- You will need to click ‘Member Login’ on the member website. This link takes you to the log in page. Initially when you log in you will need to click this link.
- The next screen will ask for your email address. An email will be sent to you to create a password.



Members Only

Username
Password

Login

Click here for personal login information

Weblink Connect

Reset your password

Email

Request Password Reset Email

Member Portal

Once logged in you can access your portal and do the following:

- Update password
- Update your contact information (Profile Update)
- Access FMHA Newsletters
- Pay your Bills
- Upload Company Logo
- Submit your Events



PROMOTE YOUR BRAND TO FMHA MEMBERS HERE!
Click for details

[Home](#)

[Log Out](#)

Member Portal Home	Pay Your Bills	Update Password
Profile Update	Upload Company Logo	Submit an Event
FMHA Newsletters		

13th Street Home Sales

Welcome to the FMHA Members Portal! Please take a minute to update your profile.

My Events

There are no registrations to display.

Upcoming Events



Change your username and password

- The Update Password link allows you to change your own username and password for this website.

Members Only

Change Username/Password

New Username

New Password

Confirm Password

Accept



Profile Update

The Profile Update link will open a page that allows you to update much of the information on your profile, as well as any other profile you are related to and have editing rights for. This helps us ensure we always have the latest information about you and your business.

You can edit the following information:

- Name, address, and other basic contact information
- Directory Listing category and descriptions
- Relationships you have to other profiles (including adding new profiles you are related to)
- Social media accounts
- View Invoices

How to update your contact information:

- You have the ability to edit your profile. Staff members who are marked as “Editor” are able to edit their related organization as well.
- If you have the right permissions, you can also edit the profiles related to your organization.

Monica Smith

[Edit My Profile](#) Click here to Edit your own information

Edit profiles related to: Me

Editable Profiles Related to Monica Smith Add New Profile

Profile		
Monica's Employer		
Main Contact	<input checked="" type="checkbox"/>	Edit Profile
Editor	<input checked="" type="checkbox"/>	View Invoices
Receives Communication	<input checked="" type="checkbox"/>	
Billing Contact	<input type="checkbox"/>	
Relation Type	Employer	
Title	<input type="text"/>	

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[Save Relationships](#)

Click here to edit information about the Profiles you are related to

Click here to pay invoices related to your Related Profiles

How to update your contact information continued...

- The Update Form shows all your information on file. Add as much as you can!
- All updates you make are submitted for approval by FMHA and will automatically be updated in the Member Directory.
- Make sure to click Save at the end of the process.

General Information

Prefix

First Name
Monica

MI

Last Name
Smith

Suffix

Report Name
Monica Olger

Personal Title

Address 1
600 S. Maple

City State/Province Zip Zip Ext
Indianapolis IN 48933

County

Country
United States

You have many types of information you can update

These fields show you what information we have now. Please fill in any blanks so that we can know you as well as possible

Pay your bills

- The top section displays your open invoices. Check the box to pay online, or click View to print a copy.
- The bottom portion shows your previously paid invoices. Click Invoice Number to print a copy for your records.

Online Bill Pay

Open Invoice Items for:
Aladdin Construction
12273 B Shriners Blvd
Biloxi, MS 39532
OPEN INVOICES

Selected	Date Due	Invoice Num	Invoice Date	Description	Item Amount	Amount Paid	Amount Due	
<input type="checkbox"/>	VIEW	1/1/2017	9087	11/25/2016	Tax Revenue Item	\$937.50	\$0.00	\$937.50
<input type="checkbox"/>	VIEW	1/1/2017	9087	11/25/2016	Tax Flat Amount	\$25.00	\$0.00	\$25.00
<input type="checkbox"/>	VIEW	4/25/2018	9527	6/7/2017	Tradeshov Booth	\$500.00	\$0.00	\$500.00
<input type="checkbox"/>	VIEW	4/25/2018	9527	6/7/2017	Bill Me Later	\$50.00	\$0.00	\$50.00

Payment Amount: **\$0.00**

Payment Options: Credit Card ▼

Name On Card: Aladdin Construction

Billing Address 1: 12273 B Shriners Blvd

Billing Address 2:

City: Biloxi State/Prov: MS Zip/Postal Code: 39532 ▼

Country: United States

Credit Card:

Card Number:

Security Code: — This is the numbers 3 or 4 digit code on the back of our card.

Expires: Month Year: 2018 ▼ 01 ▼

Phone Number:

Email Address:

Save Credit Card:

[Accept Payment\(s\)](#)

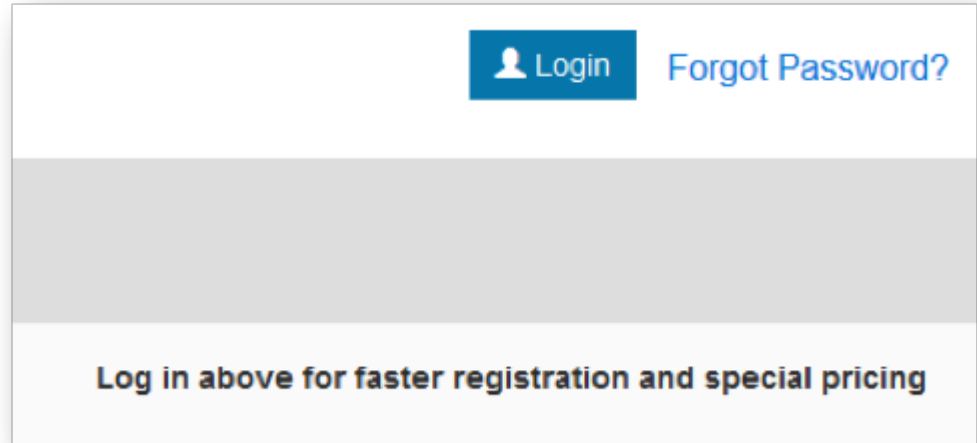
Transaction History For Aladdin Construction

Start Date: 2016-06-29 End Date: 2017-06-29 [Refresh](#)

Invoice Num	Date	Description	Amount
9490	4/27/2017	General Admission - Early Bird	\$45.00
9490	4/27/2017	Sponsor Table for 7 Attendees	\$400.00
9492	5/15/2017	Early Bird Registration	\$500.00

Enjoy discounts for event registration

- Many of our events offer exclusive discounts for members and their employees.
- Look for the login information to ensure you get every discount you deserve



Thank You!

This is a learning process for all of us, but the more information you include and the more you use your member portal the more you'll love all that it offers!

Feel free to contact Beth or Susan
at 850-907-9111
for further information. We will periodically send you updates as FMHA continues to add features.